

## Management System: Civil Rights and Diversity

# Subject Area: Diversity and Inclusion

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## 1.0 Introduction

This subject area provides Environmental Management Consolidated Business Center (EMCBC) with policies, procedures and guidance to promote diversity, foster and maintain a culture of inclusion and respect, and create a culture that values the contributions of the EMCBC employees. Specifically, these policies, procedures and guidance address:

- Managing Federal Affirmative Employment programs, including preparation of required plans and reports.
- Monitoring and analyzing employment trends and relevant personnel actions.
- Determining strategies to eliminate/mitigate under-representation.
- Provide a roadmap that the EMCBC will use to achieve its diversity and inclusion vision.
- EMCBC's demonstrated commitment to diversity and inclusion.
- Provide advice and assistance to the EMCBC management team on diversity-related plans, policies, and programs.

## 2.0 Contents

Procedures	Procedure Content
1. <a href="#">EMCBC Diversity and Inclusion Strategic Plan</a>	<ul style="list-style-type: none"><li>• Design and perform strategic outreach and recruitment.</li><li>• Use ongoing dialogue and feedback to understand employee satisfaction and</li><li>• Commitment to diversity and inclusion at EMCBC.</li><li>• Promote diversity, inclusion, and equity in leadership development programs.</li><li>• Cultivate a supportive, welcoming, inclusive and equitable work environment.</li><li>• Demonstrate leadership accountability regarding diversity and inclusion in the workplace.</li></ul>

<a href="#">2. IP-332-01 EMCBC Employee Suggestion Program</a>	<ul style="list-style-type: none"> <li>• Provide a systematic approach for the administration of the DOE-EMCBC Employee Suggestion Program.</li> </ul>
<a href="#">3. PD-311-04 Disabled Veterans Special Emphasis Program (DVSEP)</a>	<ul style="list-style-type: none"> <li>• Provides a policy that ensures disabled veterans are given equal opportunity through implementation of a local Disabled Veterans Affirmative Action Program Plan.</li> </ul>
<a href="#">4. PS-311-02 EMCBC Diversity Council</a>	<ul style="list-style-type: none"> <li>• Serve as an advisory body to the EMCBC Director on diversity in the workplace.</li> <li>• Assist all levels of EMCBC management in developing and implementing effective diversity related plans, policies, and programs.</li> <li>• Review EMCBC diversity workforce plans, policies and programs, and provide feedback and recommendations to the EMCBC senior management team prior to implementation.</li> <li>• Review and report to the EMCBC senior staff (i.e., Director and Assistant Directors) on the quality and effectiveness of diversity programs and activities within the EMCBC and provide recommendations for enhancing diversity initiatives within the EMCBC (i.e., training, recruitment, special activities, etc.).</li> <li>• Submit a written annual report, with input from subcommittees and/or special task force groups, to the EMCBC Director to include past activities.</li> </ul>

### 3.0 Exhibits/Forms

- Exhibit A – EMPLOYEE SUGGESTION FORM

### 4.0 Related Information

- Federal Equal Opportunity Recruitment Program (FEORP) Annual Report to Congress ([5 U.S.C. 7201](#) and [5 CFR Part 720, Subpart B](#))
- Disabled Veterans Affirmative Action Program (DVAAP) Plan Certification and Accomplishments Report ([5 U.S.C. 7201](#) and [5 CFR Part 720, Subpart C](#))

## 5.0 Requirements

Document	Title
<a href="#">DOE O 311.1B</a>	<i>Equal Employment Opportunity And Diversity Program</i>
<a href="#">EEOC-Management Directive MD-715</a>	<i>Model Agency Title VII and Rehabilitation Act Programs</i>
<a href="#">Executive Order 13583</a>	Diversity and Inclusion Strategic Plan
DOE Diversity and Inclusion Strategic Plan	
EMCBC Diversity Council Charter	<i>EMCBC Diversity Council Charter</i>

## 6.0 Definitions

None